

Regulations for Laptop Lending at the Main Library of PUMS

1. Laptops are available for use only by PUMS students.
2. Devices are issued at the Information Desk of the Main Library (ML) based on availability. We also offer a reservation service at the same location. Reservations can be made up to one week in advance.
3. To use the devices, a clearly filled-out form must be submitted, and the PUMS student ID along with a second photo ID must be shown at the Information Desk of ML PUMS.
4. Laptops may only be used within the premises of the Main Library.
5. There is a time limit for using the laptops – a maximum of 6 hours per day. In justified cases, the usage time may be extended.
6. Laptops can be used only after logging into the University network. The login procedure is determined by the University.
7. Laptops are provided in cases, which should be treated as an integral part of the device.
8. Computer mice and chargers are available upon request. Their use must be recorded when filling out the form.
9. Playing audio files on the devices requires the use of headphones or earphones (the Library does not provide them).
10. Laptops may only be used for scientific, educational, informational, and administrative purposes related to the tasks and duties of the student.
11. Laptops must be returned personally to the Information Desk, no later than 30 minutes before the Library closes. Confirmation of the return is made by the Library staff with a note on the form indicating the return time and the completeness of the returned equipment.
12. The rules for using e-resources are specified in § 7 of the Regulations for the Use of Resources and Services at ML PUMS.
13. Library staff are authorized to monitor the use of laptops by students.
14. The student is responsible for securing the equipment against theft (laptops should not be left unattended), damage, and destruction. Any damage or malfunctioning of the laptops must be immediately reported in person at the Information Desk.
15. The student is fully financially and legally responsible for any intentional or unintentional damage to the laptop (or its loss) and for any damages resulting from improper use of the provided internet connection.
16. The following actions are prohibited:
 - a) installing or removing software,
 - b) leaving personal files on the laptops (all data on the drives is automatically deleted),
 - c) copying or distributing licensed software or e-resources protected by copyright law,
 - d) using the laptops for commercial purposes,
 - e) accessing websites that are generally considered offensive or engaging in illegal activities,
 - f) lending the laptop to third parties,
 - g) tampering with factory warranty seals or other markings on the laptops.
17. Failure to comply with these Regulations may result in:
 - a) an immediate demand to return the laptop to the Information Desk,
 - b) expulsion of the user from the Library,
 - c) temporary or permanent suspension of library access,
 - d) notification to the University authorities about the violation of the Regulations,
 - e) legal action according to applicable laws.